

CONFIDENTIAL

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SECURITY VIOLATION REPORT

1. DETAILS OF THE VIOLATION:

On 12 February 1964 at 9:25 P.M., Guard [] found exposed classified material in Room 7E-19, Headquarters Building, and reported his finding to the Night Security Office. Night Security Officer [] went to Room 7E-19 and noted that a folder, containing material classified through TOP SECRET/SI, had been found in a desk divider which was located on a window sill to the rear of a desk. The material was secured at 9:50 P.M.

25X1A

25X1A

2. INDIVIDUAL(S) RESPONSIBLE

OFFICE

DIVISION

BRANCH

A.

BCI

USIB

B.

3. DESCRIPTION OF HOW VIOLATION OCCURRED:

[], custodian, stated that she had overlooked the folder when removing other material from this divider. She added that the folder was apparently concealed from view by an empty manila envelope when she secured her other material. [] concluded that she had assumed security check responsibility for her work area and departed at approximately 5:25 P.M., leaving the room unoccupied.

4. SECURITY HISTORY OF PERSON(S) RESPONSIBLE:

[] has been employed by the Agency since January 1955. A review of her record indicates that she has not been previously charged with a security violation.

SIGNATURE: CHIEF SURVEY BRANCH

SIGNATURE: SECURITY INVESTIGATOR

4 MAR 1964

4 MAR 1964

ENDORSEMENT

TO : DIRECTOR OF SECURITY

FROM: [] (Area Security Officer)

[] has been instructed to keep any classified material with which she is ACTION TAKEN: working carefully separated from unclassified envelopes and other material. She has rearranged such unclassified material to accomplish this purpose in an effort to prevent another violation. She has also been instructed regarding, and is carrying out, generally tightened security procedures. In view of her fine record of security consciousness prior to this violation, further administrative or disciplinary action is not deemed necessary.

DATE

13 March 1964

SIGNATURE

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25X6